



GETTING AROUND

*Instructions
for:*

- ▶ Use without a mouse
- ▶ Powerful keyboard shortcuts
- ▶ Icons, buttons, and windows

GETTING AROUND

Welcome to America Online!

America Online employs easy-to-use windows, icons, and pull-down menus that make it simple to access a world of information, computing support, education, and fun. With America Online, you can make new friends, download valuable software, get the latest business, international, and computing news, make airline and hotel reservations – the list of opportunities goes on and on.

This guide will assist you in your exploration of America Online. While other online services expect you to learn complex commands to get around, you can navigate America Online by pointing and clicking your mouse, or pressing a key or two on your keyboard. America Online has been designed for use with a mouse and best performance can be had if you use a mouse. But, mouse user or keyboard user, you will find America Online to be stimulating and fun. This guide will introduce you to navigation techniques for both keyboard and mouse operation that allow you to make the most of America Online. If you have a mouse, please also read the sections addressed to keyboard users where you can learn some shortcuts on getting around in America Online.

If you haven't registered your disk already using the *Getting Started* guide, see page 3 in that guide to get going. We'll see you online soon!

The following sections (**Basic Mouse Techniques, Buttons, Windows, The Browse the Service Window, Using the Menu Bar, and Keyboard Shortcuts**) will teach how to use America Online effectively with a mouse and/or a keyboard. For your convenience, both keyboard and mouse instructions are provided.



BASIC MOUSING TECHNIQUES

Point and Click

A mouse is a device that allows a user to select and manipulate objects on a computer screen. On your screen you see an arrowhead (→) that mirrors the movement of your mouse. This arrowhead is known as a mouse pointer. Position your mouse pointer on an object on your screen (e.g., a button), then click on the left mouse button.

NOTE: America Online uses the left mouse button only.

Certain actions require double-clicking: for example,

- using the window operator to close a window;
- launching America Online using an icon;
- maximizing a window after minimization;
- opening a folder;
- going back to a folder.

Dragging

With your mouse, you can also drag objects around the screen. For instance, to drag a window, place your mouse pointer on the title bar (see **Windows** on page 6) of the window. Hold down the mouse button and drag the window and the mouse to the desired area of the screen. When you have the window where you want it, release the mouse button.



BUTTONS

A button is an object on your screen that performs the action written on it. Buttons are either selectable (which means they are currently available for use) or inactive (which means they are not currently available for use).

Using a Mouse:

To select a button using the mouse, place the mouse pointer on the selectable button of your choice and click. (Figure 1 illustrates selectable versus inactive buttons.)

Using a Keyboard:

For keyboard users, selectable buttons (see Figure 1) are further defined into two states: current and default. A current button is the button that contains the cursor. You can move the cursor by pressing **Tab**. Whatever button contains the cursor becomes the current button. From the keyboard, it is activated by pressing the **Spacebar**. A default button is the button that is activated if you press the **Enter** key without selecting another button.

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Buttons can have multiple states or can change states, depending upon your selections. For example, a default button is a selectable button and can also be the current button. Or a selectable, current button can become just a selectable button if you press the **Tab** key.





Button	State	Description
	Selectable	Any active button (i.e., not dimmed)
	Current	Action chosen if you press the spacebar (i.e., contains the dotted-line cursor)
	Default	The default action (i.e., enclosed by a rectangle)
	Inactive	Not currently available (i.e., dimmed)

Figure 1. Button States



WINDOWS

A window (see Figure 2) is a portion of your screen dedicated to some specific purpose. A screen can contain multiple windows. A given window may contain a title bar (which usually indicates the topic of the information contained in the window), a window operator (which closes the window), and a scroll bar (which enables you to move text up and down in the window). A current list of active windows is under the **Window Menu**. To move from one active window to another, select the name of that window in this menu. For more information on the menu bar, see **Using the Menu Bar** on page 12.

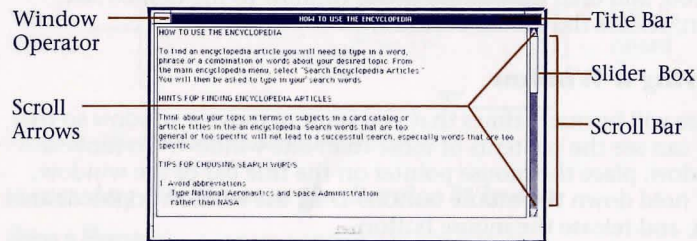


Figure 2. A Window

Scrolling

If the area beneath the slider box is dimmed, there is more information to be seen; therefore, you must scroll to see the rest of the information. You can do this in a number of ways.

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Using a Mouse:

- To scroll up continuously Click on the top scroll arrow.
- To scroll down continuously ... Click on the bottom scroll arrow.
- To scroll to an area Drag the slider box until you have reached the desired area.
- To scroll up a page Click above the scroll box.
- To scroll down a page Click below the scroll box.

Using a Keyboard:

- To scroll up a page Press the **Page Up** key.
- To scroll down a page Press the **Page Down** key.

Re-sizing a Window

Windows with double borders can be re-sized. To re-size a window, place the mouse pointer on the corner of a window so that the mouse pointer changes into an arrow. Hold down the mouse button, and drag the outline of the window to the desired size. Then, release the mouse button.

Moving a Window

There will be many times that you want to move a window so that you can see the contents of more than one window. To move a window, place the mouse pointer on the title bar of the window, and hold down the mouse button. Drag the window to the desired area, and release the mouse button.

Closing a Window

Using a Mouse: To close a window, double-click the window operator (see Fig. 2).

Using a Keyboard: To close a window, press the **Ctrl** and **F4** keys at the same time.



THE "BROWSE THE SERVICE" WINDOW

America Online is rich with options in the various departments. To help you keep track of where you are, the **Browse the Service** window tells you what path you have taken so far (**What You Have Selected**) and what options are ahead of you (**What You Can Select**). It's a handy roadmap of where you are in America Online.

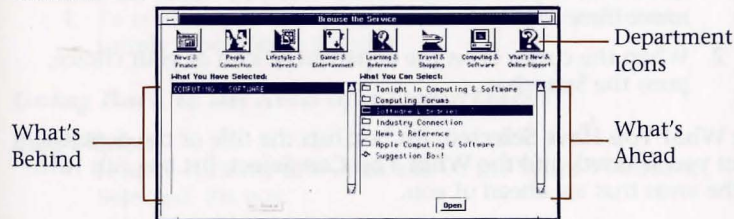


Figure 3. The *Browse the Service* Window

Accessing the Browse the Service Window

Using a Mouse:

- When the America Online Welcome window appears, click the **Browse the Service** button.

Using a Keyboard:

- When the America Online Welcome window appears, press the **Enter** key.

Entering an America Online Department

Using a Mouse:

- Click the department icon of your choice in the **Browse the Service** window.

Using a Keyboard:

1. When you enter the **Browse the Service** window, the cursor is on the **News & Finance** icon. Tab to advance to the department icon of your choice. (Make sure you watch the cursor move from icon to icon.)
2. When the cursor is on the department icon of your choice, press the **Spacebar**.

The **What You Have Selected:** list box lists the title of the department you selected, and the **What You Can Select:** list box fills with all the areas that are ahead of you.

NOTE: Pressing the **Tab** and **Shift** keys at the same time moves the cursor in the opposite direction.

Entering an Area of a Department

Using a Mouse:

- Double-click the title of an area in the **What You Can Select:** list box.

Using a Keyboard:

1. When you have selected a department, the cursor appears on the topmost area in the **What You Can Select:** list box.
2. Press the **Up** or **Down Arrow** key to move the cursor from area to area in the list box.
3. When the cursor is on the desired area, press the **Spacebar**.
4. To continue down a path of areas in one department, simply repeat Steps 2 and 3.

Going Back to an Area of a Department

Using a Mouse:

- Double-click the title of an area in the **What You Have Selected:** list box.

Using a Keyboard:

1. Tab until the cursor appears in the **What You Have Selected:** list box.
2. Press the **Up Arrow** key to move the cursor to the area to which you would like to return.
3. When the cursor is on the desired area, press the **Spacebar**.

For a detailed description of the **Browse the Service** window, access **Get Help** in the **Help Menu**, and read **Browse the Service Window**. If you do not know how to access the **Help Menu**, please read **Using the Menu Bar** on page 12.

Help

USING THE MENU BAR

The America Online menu bar (see Figure 4) gives you added functionality so that you can use the service powerfully and easily. It has seven menu items: **Help**, **File**, **Edit**, **Go To**, **Mail**, **Members**, and **Window**. Each menu item has a list of options that appear under the menu when the menu item is selected. For instance, when you select the **Edit Menu**, the **Cut**, **Copy**, and **Paste** options appear.

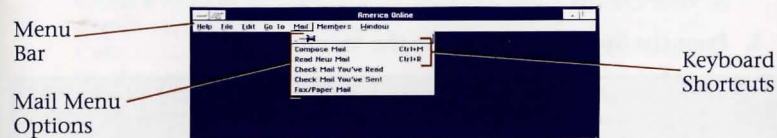


Figure 4. The Menu Bar

Pulling Down a Menu

Using a Mouse:

- To use the menu bar, place the mouse pointer on the menu item of your choice, and click the mouse button.
- The list of menu options appears. Click the desired menu option.

Using a Keyboard:

The menu bar appears at the top of the America Online window. The **Help**, **File**, **Edit**, **Go To**, **Mail**, **Members**, and **Window Menus** appear with an underlined letter: for example, **File**. To pull down a menu, follow the steps below:

1. Press the **Alt** key and the **underlined letter** from the menu of your choice.
2. A rectangle appears around the menu item you selected. Press the **Down Arrow** key to move the rectangle to the menu option of your choice.
3. Press the **Spacebar** to choose the menu option.

NOTE: Most menu options appear with an underlined letter and a keyboard shortcut (see Figure 4). To use the keyboard shortcut, press the designated combination of keys at the same time; for example, press the **Ctrl** and **F4** keys at the same time to close a window. To perform a menu option from the keyboard using the underlined letter, pull down the desired menu, then press the underlined letter and the **Alt** keys at the same time; for example, press the **Alt** and **C** keys at the same time to close a window. Keyboard shortcuts are provided on page 14.

Canceling An Action

Using a Mouse: To cancel an action, select **Cancel Action** from the **File Menu**.

Using a Keyboard: To cancel an action, press the **Ctrl** and **X** keys at the same time.

NOTE: An hourglass on your screen means the system is currently busy and cannot accept any commands other than **Cancel Action**.



KEYBOARD SHORTCUTS

The list of key combinations below will help you become more efficient. Simply press the key(s) in the right column to perform the command in the left column.

Command	Keys
Cancels an action	Ctrl and X
Closes a window	Ctrl and F4
Copies	Ctrl and Ins
Cuts	Shift and Del
Displays new mail	Ctrl and R
Finds a member online	Ctrl and F
Full sizes Browse the Service window	Ctrl and F10
Gets member info	Ctrl and G
Moves cursor in opposite direction	Shft and Tab
Moves cursor	Tab
Opens a new text file	Ctrl and N
Opens an existing file	Ctrl and O
Opens Browse the Service window	Ctrl and D
Opens Keyword window	Ctrl and K
Opens Lobby window	Ctrl and L
Opens Mail window	Ctrl and M
Overlaps Browse the Service window	Ctrl and F5
Pastes	Shft and Ins
Prints	Ctrl and P
Saves a file	Ctrl and S
Sends an instant message	Ctrl and I



8619 Westwood Center Drive
Vienna, VA 22182

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